

Washington County Library Board
Regular Meeting at Washington County Library Administrative Offices
Woodbury, MN
September 26, 2011

Present

Board: Bull, Japs, Meyer, Sievert, Weik

County Administration: Jim Schug, County Administrator

Staff: Conley, Manion, Schneider

1. Call to Order

Japs called the meeting to order at 6: 35 p.m.

Pledge of Allegiance

2. Recognition of Public

Erik Sandin, managing editor for the Stillwater Gazette was present.

3. Adoption of Agenda/Consent Calendar Approval

Adoption of the Agenda – Bull moved and Sievert seconded the motion. Vote: All in favor. Motion passed.

Adoption of Minutes –Sievert moved and Weik seconded the adoption of the consent calendar and July minutes with one amendment to the minutes under item 3. The motion accepting donations be changed to read “Weik moved acceptance of the donations with the removal of the duplication of the last two entries listed.” Vote: All in favor. Motion passed.

4. Unfinished and New Business

A. Small Branches Update – Conley outlined the status of discussions with the cities of Marine and Newport on moving forward with transitioning to picking up holds with lockers systems in the same fashion as Hugo, return of library materials and other alternative services such as a browsing collection. The lockers have been ordered and formal negotiations on joint powers agreements between each city and the county are moving forward. Initially 20 lockers will be installed at Marine and will also continue with holds pick up inside city hall. Newport will start out with 10 lockers for holds pick up. The location of the remaining 30 lockers is being considered. There is some interest in experimenting at a branch like Oakdale and there is possible interest with the Stillwater school district and others may be other communities like Hugo desiring to build a partnership. Schug added he felt the discussions with Marine have gone very well and as they met Marine recognized they would still have full access to the county library system. Sievert inquired about plans for programming and Conley responded we will still plan some programming as budget allows and that the local community is very interested in doing programming too. All three locations Newport, Marine and Lake Elmo will be open until December 30, 2011, but some changes and moving of materials will be taking place in preparation for the changed services. Japs asked about public Internet and Conley explained the

plan is for the county to transfer existing pcs to the cities of Newport and Marine and the cities will take on responsibilities for providing software licensing and Internet service for the public in their communities.

Sievert asked about plans for communicating the changes. Schug indicated when the County's newsletter "Staying in Touch" comes out it will have a general article outlining the changes with the county library system. Conley added she is also working on banners, handouts, brochures and other announcements about changes but she would welcome advice and ideas from the library board as to when, how, and various outlets to reach people. Japs suggested the group move on to the next agenda items since the board had moved into some of those items.

B. 2012 Budget – Staff Meetings – Conley reported that Library administration was in the process of meeting with all of the library staff. So far meetings had taken place with administrative staff, the Central group staff and the North group staff. The last meeting with the South group would be taking place on September 28th. Manion and Conley outlined the information being covered with the staff and referred to the copies of the power point slides included in the board packet. Although positions have been held open throughout 2011 achieving 3 vacant fte it is expected there will be some layoffs unless more staff chooses to leave. Currently we expect to have to further reduce 2-2.5 fte by layoffs which translate to 4-5 individuals.

C. 2012 Hours & Service Changes – Timeline & Communication

Manion reviewed the 2012 Tuesday through Saturday schedule at the six libraries. He explained how hours and staff adjustments were arrived at to preserve as best as possible public library services customers expect. The hours and days were chosen to arrive at what was most understandable to customers and planned to meet the various needs such as story program hours in the mornings for toddlers and caregivers, morning and early afternoon hours for seniors and after school and work into the evening for students and adults. Conley added that the chosen scenario seems the best approach given the reductions in resources but we will be tracking use of services in 2012 to see if activity patterns change. Changes will inform us as to further adjustments once we have the opportunity to work under the new schedule and with the changes in services at locations. There will be an impact on surrounding metropolitan libraries as well as Stillwater Public Library and Bayport Library. They plan to continue their Monday hours. Board members expressed concern about complaints. Conley responded we will do everything we can to inform the public about the changes and provide talking points to assist in explaining the reductions. Schug added a letter is being drafted to assist with informing the library customers that live in the city of Lake Elmo the changes that directly impact them with the removal of the library levy by the city. Conley anticipates Lake Elmo library customers will need to purchase a card for access to county library services. The annual card fee is expected to be \$60. There was some further discussion about the fee, how it may be handled and the difference between a fee and the levy amount of \$261, 000 that was removed.

5. Director's Report

Conley asked if board members Japs and Sievert were willing to serve another term on the Board. Both indicated they were willing to do so. Conley said that the board schedule in 2012 would follow county guidelines and be planned for up to six meetings. The day of the week, Monday and the meeting time of 6:30 p.m. would continue since board members indicated that worked well. Conley mentioned meetings were planned with Stillwater and Bayport to revise their contracts. Additionally she indicated looking at a time for the boards to meet with each other perhaps in a social event context. Board members expressed interest in doing so and the months of January and February were

suggested. Due to the change in the library open hours schedule it has been proposed that the library close the Saturday prior to holidays falling on a Monday in order to manage staff holidays. The board will be given the 2012 holiday schedule at the next meeting.

6. Board Reports

Weik shared information and literature with the Board on her recent visit to the library at Century College. The library is open to the public and a special borrower's card costs one dollar. The library has a large popular book section and staff was welcoming. This is an excellent resource that is open to the public. Rasmussen College facility is also open to the public.

7. Adjournment

The chair entertained a motion to adjourn. Weik moved and Sievert seconded the motion. The meeting adjourned at 8:55 p.m.

The next meeting is scheduled for October 24, 2011, at 6:30 p. m. at the Library Administrative Offices.